

# AFNS YEAR END - NEW YEAR INSTRUCTIONS

The procedures and deadlines included have been established for closing the fiscal year ending **September 30, 2006** and opening the new fiscal year beginning **October 1, 2006**. By now you should have received the End of Year memorandum from the Finance Department dated **June 6, 2006**. Your agency should set AFNS deadlines to ensure that all electronic files are passed to CAS by the required dates and CAS deadlines are met. Please allow ample time for correcting errors. Attached you will find items to be considered which will assist you in meeting the required deadlines. These procedures do not include every CAS deadline, only the ones where transactions have to pass through integration and deadlines specific for AFNS.

Due to our limited technical staff we have established the schedule in this instruction pamphlet. This schedule will assist agencies in ending this fiscal year and beginning the new fiscal year. The jobs listed will be run during the scheduled dates. Attached is a Control Options Form to complete and return to:

Regular mail:

**Beverly Pugh**

Comptroller's Office

AFNS Agency Assistance

100 North Union, Suite 298

Montgomery, AL 36130-2602

Hand-Mail:

**Beverly Pugh**

AFNS Agency Assistance

Suite 298

Montgomery AL 36130-2602

If you have any questions, please call the AFNS Hotline (242-2686) or email at [Hotline.AFNS@Comptroller.alabama.gov](mailto:Hotline.AFNS@Comptroller.alabama.gov). Look for AFNS Instructions and other detailed information online at [www.comptroller.state.al.us](http://www.comptroller.state.al.us).

**NOTICE:** Plans are to bring the AFNS system down at 1:00 pm September **29, 2006**. The System will be back up for processing October **2, 2006** at 7:00 a.m. The Comptroller's Office will bring down **CAS** at 5:00 p.m. on September **27, 2006**. **CAS** will not be available until 7:00 a.m. on October **2, 2006**. This helps our staff avoid late hours associated with year-end.

June 1 - 23

**NEW YEAR TABLE INITIALIZATION (NYTI)**

The NYTI program creates the crosswalk and master tables for the new fiscal year based on current fiscal year.

**CAS: REVIEW CROSSWALK TABLES (XWLK, OWLK & BRWK)**

Review the FY 06 crosswalk tables for your agency. Any additions or changes must be completed in CAS (FXTC). The XGFS table may be used as a convenient reference for the XWLK table.

The following tables must be used for your additions or changes in CAS (FXTC), and the status code must be changed to '9' on all records that are no longer valid and new records added must have status of '1':

XWLK - fund/agency/orgn/appr/actv  
OWLK - object/sub-object  
BRWK - revenue source/balance sheet

Additional detailed crosswalk instructions can be located on the Comptroller's webpage under AFNS Instructions, Integration, and Crosswalk Instructions.

**NOTE:** Any new records added to the crosswalk tables for FY 06 after the new year initialization program has been run for CAS will also have to be added for FY 07. FY 07 crosswalk records will be available on June 26th.

**AFNS: REVIEW AFNS MASTER TABLES**

Review the FY 06 AFNS master tables (chart of accounts, grant tables, etc.) for your agency. The AFNS table listing is on the Comptroller's webpage under AFNS Instructions - AFNS tables.

**NOTE:** On July 1<sup>st</sup>, the new FY 07 AFNS master tables will be available. Any new records added to the AFNS master tables for FY 06 after the new year initialization program has been run for AFNS, will also have to be added for FY 07. Changes, additions and deletions made by the agency can be made to the fiscal year (FY) 07 records beginning on July 1<sup>st</sup>.

June 26<sup>th</sup>

## **PURCHASE ORDERS**

The Purchasing Division begins processing the next fiscal year's Requisitions and Purchase Orders at the end of June before the end of the current fiscal year (06). These transactions are updated in SNAP but are not sent through integration to AFNS until the first working day in October. The transactions will appear on the A601 error report with the next fiscal year (07) in the "FY" column. Due to the volume of requisitions and purchase orders processed, it will take about two weeks for all of them to flow through integration. Monitor these reports with that in mind.

In accordance with accounting regulations, new prior year purchase orders will not be allowed after the fiscal year is closed in **September**. Purchase orders for prior year Capital Outlay will be accepted. Prior year Purchase Orders can be increased until the end of the 13th accounting period (**last working day in November**).

August 1 - 8

## **BUDGET PERCENT TABLE (BPCT) [For agencies that use Revenue Budgets]**

BPCT is a part of the automatic new year budget preparation feature.

Agencies that currently use the revenue budget feature must provide a list of all revenue source codes used for year 2006 on item five on the attached form.

Agencies that will begin using the revenue budget feature in 2007 must provide a list of all revenue source codes to be used on item six on the attached form.

The attached form should be completed and returned to Beverly Pugh by August 1, 2006.

## BUDGET REPORT TABLE INITIALIZATION PROGRAM (BPEx)

This program reads the Expense Budget Table (EXP2) for the current budget fiscal year (BFY) and then creates the Budget Report Table (BRPT) so that next year's budget amounts can be entered without reentering the account coding structure. Account coding that is valid for BFY 06, but will not be used in BFY 07, must still have a FY 07 record. This will allow the warrants to process without human intervention when a prior year voucher is warranted.

Agencies will be notified by e-mail when the BRPT table is created and can then begin entering the 2007 Operation Plan. The deadline for completion is September 12 at 5:00 p.m. Coding instructions for the BRPT table and the resulting AA and EB transactions are located in the DETAILED INSTRUCTIONS FOR THE NEW FISCAL YEAR packet on **pages 9-13 and 14-23.**

Review the data that was entered on BRPT by inquiring on the Budget Report Summary Table (BRSM). To display totals enter an "S" in the Action field and a "Y" in the Total Indicator field. If errors are found, corrections must be made on the BRPT table.

After all budget information is entered and checked, AA and EB transactions will be created (see September 1 - September 12). Review your agency's fund numbers on the FUN2 table. Records that have an Expense Budget Control Option of "N" will NOT create AA and EB transactions. Agencies that wish to have budgets created for these funds must complete item 1-(A) on the attached form and return it to **Beverly Pugh** by August 1, 2006. See **page 13** for an explanation of control options. The attached form to change the control options is on **pages 15 and 16.**

**NOTE:** Multi-year organizations cannot use the BRPT table. Agencies are responsible for entering AA and EB transactions for any new multi-year organizations.

## REVENUE BUDGET TABLE INITIALIZATION PROGRAM (BPRV)

This process reads the Revenue Budget Table (REV2) for the current budget fiscal year and then creates the Revenue Budget Report Table (RRPT) so that you may key in your next year's revenue budget amounts without reentering the account coding structure.

Agencies will be notified by e-mail when the RRPT table is created and can then begin entering the 2007 Revenue Budget. The deadline for completion is September 12 at 5:00 p.m. Fund records with Revenue Budget Control (REV BUD) set to "N" will not create RRPT records. Coding instructions for the RRPT table and the resulting RB transactions are located in the DETAILED INSTRUCTIONS FOR THE NEW FISCAL YEAR packet on **pages 10-11 and 24-27.**

Review the data which was entered on RRPT by inquiring on the Revenue Report Summary Table (RRSM). To display totals enter an "S" in the Action field and a "Y" in the Total Indicator field. This table allows you to view and check the data that was entered on RRPT.

After all budget information is entered and checked, RB transactions will be created (see *September 1 - September 12*).

Review your agency's fund numbers on the FUN2 table. Fund numbers with a Revenue Budget (REV BUD) Control Option of "N" will not create RB transactions. If budgets are necessary for these fund numbers it is required that number 1-(B), on the attached form, be completed and returned to **Beverly Pugh** by **August 1.**

Starting **August 18** (Comptroller's Deadline - August 21)

## PAYMENT VOUCHERS REFERENCING **05** PURCHASE ORDERS/CONTRACTS

All payment vouchers referencing FY **05** purchase orders/contracts must be placed in separate batches from all other payment vouchers. The batch must be clearly labeled "**05**" in red letters. To ensure that these vouchers are in separate batches, use the appropriate check category code.

August 31 (Comptroller's Deadline - September 1)

**PAYMENT VOUCHERS (REFERENCING 05 PURCHASE ORDERS AND PROFESSIONAL SERVICES CONTRACTS)**

All payment vouchers referencing 05 purchase orders/contracts (complete with supporting documentation) must be received by the Comptroller's Office by 3:30 p.m. **September 1<sup>st</sup>**.

To meet the Comptroller's deadlines for vouchers consider the following: (1) crosswalk errors, (2) the time it takes to assemble vouchers, (3) the time it takes to deliver vouchers to the Comptroller's Office, and (4) **August 31<sup>st</sup>** nightly cycle will move the electronic file to CAS to meet the **September 1<sup>st</sup>** deadline.

August 31<sup>st</sup>

**06 PURCHASE ORDER MODS**

**August 31<sup>st</sup>** is the last day to process any FY **06** purchase order modifications in this fiscal year. Remember, State Purchasing will not process any FY **06** purchase order changes from September 1 - September 30. However, beginning October 1<sup>st</sup> through November **30<sup>th</sup>** (13<sup>th</sup> accounting period) agencies can enter purchase order changes for FY **06**.

September 1 - 12

**CREATE AA, EB AND RB TRANSACTIONS - PROGRAM (BPTR)**

This process creates "AA", "EB" and "RB" transactions from the information you entered on the BRPT table and the RRPT table.

The AFNS staff is responsible for running this program. Revenue budget transactions (RB) will only be built for those agencies that request revenue budgets be created on item 1-(B) on the attached form.

The BPTR program builds the appropriation portion (header information) of the AA transaction, but does not build the allotment section (quarterly amounts). The system will require approvals on these transactions to allow the agencies to insert the quarterly allotment amounts. (See an example of a pending AA transaction below.)

FUNCTION:		DOCID: AA			
STATUS: PEND1		BATID:		ORG:	
<div>H-</div> APPROPRIATION AND ALLOTMENT INPUT FORM					
APP DATE:		ACCTG PRD:		BUDGET FY:	
ACTION: FUND:		AGENCY:		APPR UNIT: ALLOT YR:	
NAME:				SHORT NAME:	
REV APP AMT:		I/D AMT:		TOT ALLOT AMT:	
				CALCULATED TOT ALLOT AMT:	
REV EST REC:		I/D EST REC:		BUD AUTH OPT:	
INPUT ALLOT PRD		REVISED ALLOT AMT		ALLOT INC/DEC AMT	
-----		-----		-----	
01-					
02-					

Agencies will receive an e-mail or phone call to inform them when the AA transactions have been loaded to the SUSF file with a status of pending (PEND1 - awaiting approval). After the agency receives the e-mail, they must go into the AA transaction and enter the quarterly allotments. There must be a record for each quarter.

Approval flags will be removed by AFNS staff to allow the agencies to process their AA transactions. AAs must be processed with a function of "R" before EBs/RBs can be accepted. Immediately following the processing of the AA transaction, the agency must process the EB/RB transactions with an "R" (run).

**NOTE:** It is important that all AA, EB and RB transactions be processed (updated) by the deadline, September 29 at 12:00 noon. Instructions on how to process the AAs (pages 14-19), EBs (pages 20-23) and RBs (pages 24-27) are in the DETAILED INSTRUCTIONS FOR THE NEW FISCAL YEAR packet.

September 5 (Comptroller's Deadline - September 6)

**06 REQUISITIONS MUST BE CONVERTED TO A PURCHASE ORDER  
(EXCEPT CAPITOL OUTLAY)**

All 06 requisitions and purchase orders must have updated AFNS, CAS and sent flag back to SNAP by **September 6th**. On **September 5<sup>th</sup>**, check the AFNS and CAS suspense file (SUSF) for any rejected purchase orders and requisitions that need to be fixed. Remember to also check your integration reports.

Starting September 8

**PURCHASE ORDER ROLLOVER PROGRAM (NYPO)**

This process will select only BFY 05 open purchase orders and create purchase order transactions to modify the outstanding balances to zero.

This process will also close capital outlay purchase orders. Agencies that do **NOT** want capital outlay purchase orders modified to zero need to list these purchase order numbers on item two of the attached form and return to **Beverly Pugh** by **August 1**. The AFNS staff will reopen these records.

To determine which purchase orders were cleared look at the FMEZA601 report. Retain this report for your records. The AFNS staff will automatically delete these transactions from this report.

CAS will run a similar program to clear all the BFY 05 purchase orders from CAS tables on September 8, 2006.

**NEW YEAR REQUISITION TABLE CLEARING (NYRQ)**

This process will close every outstanding BFY 06 requisition by creating a decreasing RQ transaction. Any 06 requisitions that have not become purchase orders must be reentered into SNAP as BFY 07 requisitions.

Requisitions that were closed by NYRQ will be listed on the FMEZA601 report. Retain this report for your records. The AFNS staff will automatically delete these transactions from this report.

CAS will run a similar program to clear BFY 06 requisitions from CAS tables and CAS ledgers on September 8, 2006.



## September 12

### BUDGET REPORT TABLE (BRPT) & REVENUE BUDGET REPORT TABLE (RRPT)

September 12 at 5:00 pm is the deadline for entering the Operation Plan into the BRPT table and the revenue budget into the RRPT table (see **pages 4 and 5** for further information).

## September 14 (Comptroller's Deadline - September 15)

### PAYMENT VOUCHERS (OTHER THAN VOUCHERS REFERENCING BFY 05 PO/CONTRACTS)

Payment vouchers (complete with supporting documentation) must be received by the Comptroller's Office by 3:30 pm September 15. Remember to allow ample time for crosswalk errors, the time it takes to assemble vouchers, the time it takes to deliver vouchers to the Comptroller's Office and the September 14<sup>th</sup> Nightly Cycle will move the electronic file to CAS to meet the September 15<sup>th</sup> deadline.

## September 20 (Comptroller's Deadline - September 21)

### YEAR-END ACCOUNTS PAYABLE JOURNAL VOUCHERS

Each accounts payable journal voucher must be:

- 1) Entered and accepted no later than September 20<sup>th</sup> in AFNS. JVs require one nightly cycle to integrate data to CAS. Every journal voucher must follow the numbering scheme outlined in the procedures memo from the Finance Department, dated June 6, 2006 on page 8. Since an "E" must be in the last position of the document identification number, automatic numbering cannot be used for these transactions.

In order for these journal vouchers to be reversed, code "09 29 06" in the reversal date field. If 09 29 06 is not keyed in the reversal date field, the agency will be required to manually enter the reversal journal vouchers and the expenditures on the monthly reports will be overstated.

- 2) Accounts payable journal vouchers must successfully complete the integration cycle. Enter accounts payable journal vouchers in ample time to fix crosswalk errors (XWLK, OWLK and BRWK) and budget problems.

- 3) Account type 22 **cannot** be entered on the APJV with a credit amount (as if reversing the entry). CAS will not process the JV with an Account Type 22 credit entry. If the APJV was entered incorrectly and the document accepted in AFNS, an OTJV will have to be entered into AFNS to reverse the entry out of AFNS ONLY. The OTJV must have an 'E' on the end of the JV number. A new APJV will then have to be entered with the correction information.

**September 19** (Comptroller's Deadline - September 20)

**JOURNAL VOUCHERS (OTHER THAN ACCOUNTS PAYABLE JOURNAL VOUCHERS)**

All journal vouchers (other than the year-end accounts payable journal vouchers) must be entered into AFNS by 5:00 p.m. on September **19<sup>th</sup>**, to pass through integration to CAS. The hard copy of the journal voucher with the necessary backup must be at CAS **by 5:00 p.m. on September 20<sup>th</sup>**. Remember to allow ample time for crosswalk errors.

**September 20** (Comptroller's Deadline - September 21)

**GREEN SLIPPED VOUCHERS**

All green slipped vouchers must be returned **by 12:00 noon** on this date to insure processing in this fiscal year. Note that green slipped payment vouchers that must be reprinted must be completed in the AFNS system by September **20, 2006** in order to meet the CAS deadline.

Any payment vouchers rejected, green slipped, or otherwise not completed must be included in the year-end accounts payable journal vouchers. These payment vouchers must be modified to zero in the AFNS system.

Starting September 25

#### **AUTOMATIC NUMBERING**

For agencies currently using automatic numbering, the Automatic Document Numbering table (ADNT) will be updated starting September 25 by AFNS staff. Check the ADNT table to verify that the changes have been made. If the Document Number Prefix field begins with a **7** or if the Last Document Number Used has a **seven** in the second position then ADNT has been updated.

If you currently do not use automatic numbering but wish to start, please contact the AFNS Hotline.

#### **ENTERING NEW FISCAL YEAR PAYMENT VOUCHERS BEFORE OCTOBER 1st**

After the ADNT (Automatic Document Numbering) table has been updated for **FY 07**, agencies can enter payment vouchers dated with a future process date on SUSF.

The transaction date may be left blank or **10 02 06** can be entered. Follow the instructions given in the Finance Department's letter dated **June 6, 2006** on **page 11 - 12** for the correct accounting period and BFY.

Do not perform a function of edit (ed) or run (r) on the document. Enter an 'S' in the function. No edits will be performed until the nightly cycle; however, the transaction status will show 'SCHED' (scheduled).

After all vouchers are entered for the day, the future process date must be entered in the format of YYMMDD on the SUSF table. For this scenario, vouchers should have a future process date of **061002** or greater.

**Due to the volume of data being processed per night during the first week of October, we request that each agency only schedule a maximum of 250 vouchers per night.**

September 29

#### **ACCOUNTS PAYABLE REVERSAL JOURNAL VOUCHERS (RESJ)**

The accounts payable journal vouchers will be reversed to restore your spending authority for the thirteenth accounting period. The AFNS staff is responsible for running the RESJ.

Starting September 29<sup>th</sup>

#### CLEANING UP OUTSTANDING PV, RQ, PO, PC, & PD TRANSACTIONS

AFNS staff will begin running programs to list any prior year **outstanding** payment vouchers, requisitions, and purchase order transactions. The list(s) for your agency along with instructions on how to clean up these transactions will be forwarded to each agency.

Beginning October 2nd

It is recommended that agencies adjust their **BFY 06** allotment budget in AFNS to agree with the allotment budget in CAS. This allows budget problems, during the 13th accounting period, to be detected in AFNS instead of waiting on a green slip from CAS. Follow these steps:

Beginning the first working day of October the agency can retrieve the total allotment budget from the **EALL** table and the total appropriation budget from the **EAP2** table in CAS. Subtract the amount from the EALL table from the amount on the EAP2 table. Use this amount to reduce only the 4th quarter allotment budget in AFNS by entering an 'AA' transaction. Do NOT reduce the appropriation.

#### AGENCIES PAYING RISK MANAGEMENT INVOICES

When paying Risk Management invoices, remember that the account coding on the IFSH table in CAS must be checked for each invoice before paying more than one invoice on a single payment voucher. **The account coding on IFSH for each invoice number must be identical before multiple invoices can be paid on one payment voucher.**

**Rule of Thumb:** If Risk Management invoices start with AL, GL, or EA, these three can be paid on a single payment voucher. However, if the Risk Management invoice begins with FB, AP, PR, or EI, these will have to be paid on a separate voucher.

## CHANGING CONTROLS FOR EXPENSE BUDGET LINES

*Control Options are found on the FUN2 Table.*

Full Control - Full Control (C) will NOT allow you to overspend the line item budget (major object code) and requires that a record be built by an EB transaction.

Presence Control - Presence Control (P) requires that the line item record (major object code) be built by an EB transaction but allows the line item budget to overspend.

No Control - No Control (N) does NOT check the line item budget and does NOT require that a record be built by an EB transaction.

Cumulative - Cumulative (Q) is for allotments ONLY. Allows unobligated amounts from prior periods to be used in the current period.

## CHANGING CONTROLS FOR 2006 (PRIOR FISCAL YEAR)

On October 2<sup>nd</sup>, CAS will change the 2006 (or prior year) controls to allow the agencies to overspend the major object code budgets. However, CAS will continue to have full control edits on the allotments. **Agencies that wish to have the controls in AFNS changed to allow overpayments for major object codes should fill out item three on the attached form and return to Beverly Pugh by August 1, 2006.**

## CHANGING CONTROLS FOR 2007 (NEW FISCAL YEAR)

Agencies that would like to change the 2007 (new fiscal year) controls need to fill out item four on the attached form and return to **Beverly Pugh** by August 1. The new fiscal year controls can remain with full control or presence control. However, some agencies may wish to change AFNS controls to agree with CAS. **If there are no changes to the control options, then no action is necessary.**

November 20 (Comptroller's Deadline - November 21)

**FY 06 PAYMENT VOUCHERS NOT REFERENCING PURCHASE ORDERS**

All **FY 06** payment vouchers not referencing purchase orders (accounts payable) and their supporting documentation must be received by the Comptroller's Office by **3:30 p.m. on November 21<sup>st</sup>**. In order to meet the CAS deadline, these vouchers must be entered into the AFNS system by **November 20, 2006**.

November 30

Thirteenth accounting period closes.

## CONTROL OPTIONS FORM

THIS FORM SHOULD BE RETURNED BY **AUGUST 1, 2006**

AGENCY NAME: \_\_\_\_\_ AGENCY CODE \_\_\_\_\_

PHONE: \_\_\_\_\_ APPLICATION (B OR G) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MAIL FORM TO **Beverly Pugh**, AFNS AGENCY ASSISTANCE, 100 N. UNION STREET, SUITE 298, MONTGOMERY, AL 36130-2602

1. A. If there are fund numbers which have expense budget control option of "N" and your agency would like to have AAs and EBs created, list the fund number below.

_____	_____	_____
_____	_____	_____
_____	_____	_____

- B. If there are fund numbers which have revenue budget control option of "N" and your agency would like to have RBs created, list the fund number below.

_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Capital outlay purchase order numbers that do not need to be closed. List the purchase order numbers below.

_____	_____	_____	_____
_____	_____	_____	_____

3. On October **2<sup>nd</sup>**, change the Expense Budget control to "P" for the BFY **06** records so the prior year's vouchers will not check the line item budgets. List the AFNS fund numbers below.

_____	_____	_____	_____
_____	_____	_____	_____

## CONTROL OPTIONS FORM

4. Now is the time to change the control options on the FY **07** fund numbers, if needed. List the AFNS fund numbers below and **circle** the appropriate control for your agency. Refer to **page 13** for an explanation of the control options.

Full Control = **C**  
No Control = **N**

Presence Control = **P**  
Cumulative = **Q**

----- CONTROL OPTIONS -----

FUND: \_\_\_\_\_

EXPENSE BUDGET: C    P    N                      APPROPRIATION: C    P    N

ALLOTMENT: Q    C    P    N                      REVENUE BUDGET: P    N

----- CONTROL OPTIONS -----

FUND: \_\_\_\_\_

EXPENSE BUDGET: C    P    N                      APPROPRIATION: C    P    N

ALLOTMENT: Q    C    P    N                      REVENUE BUDGET: P    N

----- CONTROL OPTIONS -----

FUND: \_\_\_\_\_

EXPENSE BUDGET: C    P    N                      APPROPRIATION: C    P    N

ALLOTMENT: Q    C    P    N                      REVENUE BUDGET: P    N

5. Agencies that currently use the Revenue Budget feature must provide a list of all revenue source codes used for **2006**.

\_\_\_\_\_  
\_\_\_\_\_

6. Agencies that will begin using Revenue Budgets in **2007**, list the revenue source codes that will be used.

\_\_\_\_\_  
\_\_\_\_\_